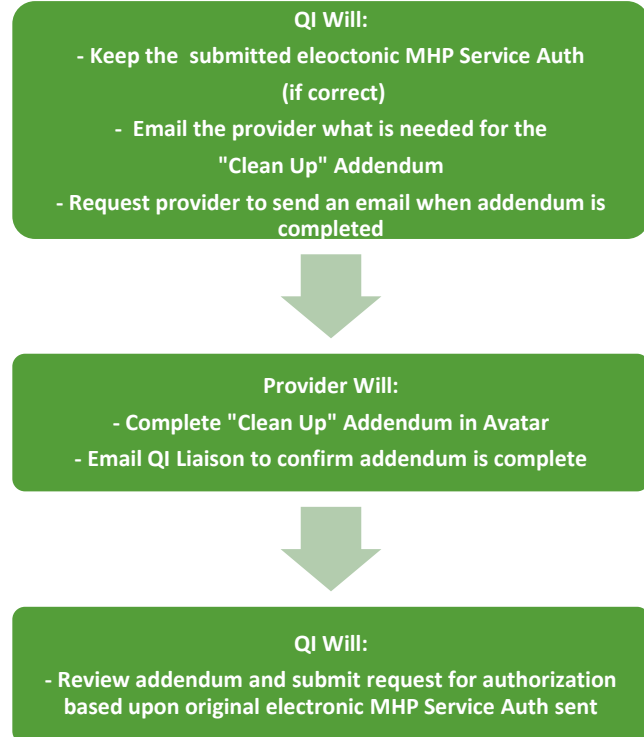


## Addendum Alert Process in Avatar

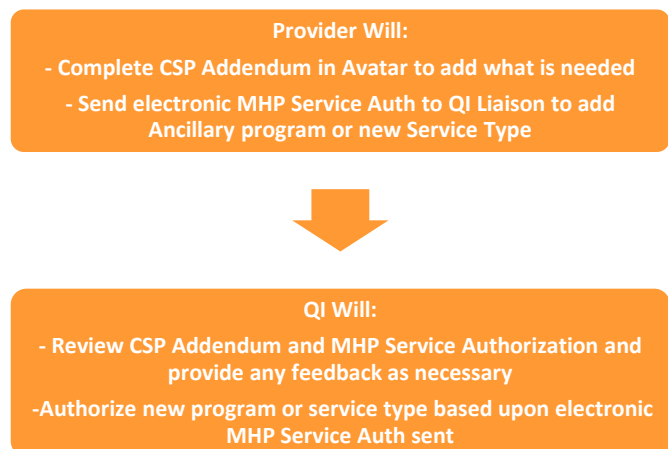
Below are the various processes for alerting your QI Liaison when a CSP Addendum has been completed for plans in Avatar. When "Service Type" is referenced, this indicates the three categories on the electronic MHP Service Authorization – Mental Health Services (MHS), Targeted Case Management (TCM), and Medication Management (Med Man).

*For Adult ICC and significant changes in LOC, please contact your Supervisor or QI Liaison for more info*

**"Clean Up" Addendum**  
This is an addendum requested by QI for a technical correction/addition of info to a CSP that was already submitted with an MHP Service Authorization. For example – adding a CANS/ANSA score or clarifying frequency/duration. The start date of the original plan will be honored, but will not be processed until the clean up addendum is completed and approved



Addendum to Add a Program or Service Type (MHS, TCM, or Med Man)  
**NOT** already authorized



---

Addendum to add a service that is included in a Service Type already authorized (MHS, TCM, Med Man).  
For example – a program is already authorized for MHS and is adding Rehab or Group with an Addendum

**Provider Will:**

- Complete CSP Addendum in Avatar to add what is needed
- Email QI Liaison to alert that an addendum has been completed and is ready to be reviewed



**QI Will:**

- Review addendum and provide any feedback as necessary

---

Addendum to add Services for a Program that has its own and separate authorization process, but which must have services included on the CSP.  
For example – TBS, Day Rehabilitation, Day Treatment Intensive

**Provider Will:**

- Complete CSP Addendum in Avatar to add what is needed
  - Email QI Liaison to alert that an addendum has been completed and is ready to be reviewed
  - Follow appropriate authorization process for the specific program needing authorization.
- \*\*Do not submit an electronic MHP Service Authorization for these programs\*\****



**QI Will:**

- Review addendum and provide any feedback as necessary

---

**Please note** – If a CSP Addendum requires a co-signature, the co-signed copy of the addendum must be submitted to your QI Liaison (fax or scan and email) for processing to move forward and authorization to be approved. E.g., a MH Specialist completes the addendum and needs PSC/Supervisor co-signature